

Castle Bromwich Parish Council

MINUTES OF THE FULL COUNCIL MEETING
HELD IN THE PAVILION, ARDEN HALL, CASTLE BROMWICH
WEDNESDAY 18th DECEMBER 2019, 7.30PM



Council members: Mrs P Allen (Chairman), E Knibb (vice-Chairman), Mrs A Ahmed, S Beechey, Mrs A Haywood, D Hinsley, J MacDonald, K McCoy, M Rashid, J Riordan, Mrs R Shaikh, K Shaw, M Strong, Miss J Ward
+ Currently one vacancy to be filled by co-option.

Present Cllrs: Mrs P Allen (Chairman)
S Beechey
D Hinsley
J Riordan
K Shaw
Miss J Ward

Members of the public: one member of the public was present.

Officers: Mrs Y Smith - Interim Acting Clerk and Mrs G Lungley – Support Officer

19-12-01 **Chairman's Welcome**

Cllr Mrs P Allen welcomed all present to the meeting and referred to the emergency exit arrangements.

19-12-02 **To note apologies for absence**

Apologies for absence had been received from Cllrs E Knibb (vice-chairman), Mrs A Ahmed, Mrs A Haywood, J Macdonald, K McCoy, M Rashid, and were noted.

Cllrs Mrs R Shaikh and M Strong were noted as absent.

19-12-03 **To receive members' declarations of disclosable interests**

None received.

19-12-04 **To receive and consider members' dispensation requests, if any**

None requested.

19-12-05 **Public Forum**

No member of the public was present.

19-12-06 **To consider approval of the minutes of ordinary full council meeting held 27/11/2019.**

The minutes of the meeting held on 27th November 2019 were amended at minute no. 19-11-07 (Chairman's report), 3rd bullet point, to state 'planters' rather than 'plants' following which they were:

AGREED as a true record by members present.

19-12-07 **Chairman's Report**

Cllr Mrs P Allen spoke of

- Christmas fund-raising at Castle Bromwich Hall Gardens;
- Next year marks 35th anniversary of the Castle Bromwich Hall Gardens Trust and a special event is to be planned;
- Attendance at Park Hall presentation evening, awarding students' achievements and an award was presented to two members of the Parish Youth Council;
- Members of the youth council held a table-top sale to raise funds (£63.15) to buy Christmas gifts for the elderly who will be attending the Age Concern Christmas meal on 20/12/2019.

- 19-12-08 **Questions from councillors**
No question had been received from a councillor for consideration.
- 19-12-09 **Clerk's Report**
Correspondence received included:
- a) Next meeting of HS2 Implementation Advisory Group has been rescheduled for 16/01/2020
 - b) Solihull MBC Mayor's Ball will be held on 14/03/2020, £45 per ticket.
 - c) New parallel crossing facility to be commissioned on Hurst Lane North on or after 28/11/2019 (**Parallel crossings** enable cyclists to **cross** a road safely and with the same level of priority as a zebra **crossing** gives a pedestrian).
 - d) Grant funding of £250,000 is available via The Norton Foundation for capital projects to help young people under the age of 25 years.
 - e) Acknowledgement of CBPC application for Lottery25 funds (£1000 requested to support 2020 Christmas Lights event)
 - f) Nominations invited to attend Royal Garden Party 2020 (invitation to past Chairmen / long term members).
 - g) Advance notification of the Velo Birmingham route 2020; event to be held on 21/06/2020 will impact on surrounding roads although none in the parish.
- The following was noted:
- h) An article relating to Castle Bromwich Parish Council had been included in the current issue of the Castle Bromwich Post, including a summary of the Remembrance Sunday service and the council's co-option opportunity.
 - i) The website provider had indicated agreement to move forward with intention to publish the new site.
 - j) Travellers were known to be in the area and open spaces were vulnerable to incursion if unprotected.
- In confidence** following approval of move to exclude the public via The Public Bodies (Admission to Meetings) Act 1960:
- k) A verbal report was provided relating to the replacement of the pavilion's fire exit doors.
- 19-12-10 **Finance Report** – to note the current income and expenditure report and approve the list of payments; the information prepared by the bookkeeper was circulated. The transaction listing of payments made between 30/11/2019 – 14/12/2019 was circulated (included herewith at page 4). Questions relating to two of the invoices would be followed up.
The Finance Report as at 30/11/2019 was noted.
In addition, the following matters were noted:
- a) **Website:** the initial cost of £600 for the new site was made in 2016 and the final payment of £350 is due when the site goes live. Training will be provided to office staff, costing £300. The ongoing hosting fee is to be notified.
 - b) **Office and Arden Hall IT upgrade:** the three quotes will be presented to the next meeting of the council to consider.
 - c) **Office and Arden Hall telephony review:** three quotes will be presented to the next meeting of the council to consider; there is potential for savings.
- 19-12-11 **Finance and Risk**
- a) **To set the precept for 2020/21 at £337,453 (3% increase on last year)**
Members wished for greater discussion on this item and it was therefore agreed to replace the planned meeting of the Finance & General Purposes Committee on 15/01/2020 with an Extraordinary meeting of the Parish Council on 22/01/2020 to discuss only the one item 'to agree the 2020/21 precept'. Solihull MBC has asked to be notified of the figure by 24/01/2020.
SMBC has notified there is no change to the council tax base figure for 2020/21.

- b) **To approve the acquisition of 3 card payment machines for Arden Hall.**
No progress.
- c) **To approve addition of Support Officer to the council's bank mandate.**
This was agreed (to view and submit as administrator only) conditional upon no adverse comments from the bank or from the council's insurers.
Local Government Act 1972, s111
- d) **To approve appointment of independent stock-taker for the bar.**
It was agreed the Hall Manager is to arrange this.
- e) **To approve any work identified as urgent and within budget regarding tree management.**
It was agreed
 - a) to appoint Midland Forestry to carry out tree surgery to 8 trees on the village green at a cost of £580 + VAT.
 - b) To appoint Midland Forestry to undertake a survey of all parish council trees and report on their condition.

- 19-12-12 **Committee Reports to include:**
- Summary of Leisure Services Committee meeting held 04/12/2019
The draft minutes were circulated; proposed amendments would be submitted to the next meeting of the committee (08/01/2020).
 - Summary of Finance & General Purposes committee meeting held 11/12/2019.
The draft minutes were circulated.

- 19-12-13 **To receive reports from representatives to outside bodies**
No reports presented.

- 19-12-14 **To suggest items for consideration at the next meeting of the council**
- a) Proposal to purchase an e-tablet for each council member

- 19-12-15 **It was agreed to close the meeting to members of the public to allow for discussion of confidential items relating to staff and contractual matters.**
Public Bodies (Admission to Meetings) Act 1960
- a) The Chairman referred to three ongoing staffing matters
 - b) The pavilion fire exit doors had been discussed at minute no. 19-12-09 (k) above.

- 19-12-16 **Date and time of next meetings:**
- Leisure Services Committee will meet on 08/01/2020
 - Finance and General Purposes Committee planned for 15/01/2020 is cancelled and replaced by Extraordinary Meeting to be held 22/01/2020.
 - Plans via F&GP Committee will meet on 29/01/2020 (7pm)
 - Full Council will meet on Wednesday 29/01/2020 (7.30pm)

This meeting ended at 9.15pm

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Signed as a true record of the business transacted
Chairman Castle Bromwich Parish Council

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Dated

Minute no. 19-12-10: bills paid November 2019

Voucher no	Payee	Reason for payment	gross amount	VAT
4322	Suez	Waste collection, Arden Hall	761.22	126.87
4323	Water	Arden Hall water pcm	1,195.48	
4324	R Charles	Licensed trading	425.00	
4325	R Charles	Licensed trading	661.51	
4326	R Charles	Licensed trading	446.89	
4328	PBSports	Youth Council presentation	54.60	9.10
4329	Peninsula	HR Services	391.59	62.21
4330	M Hampton	Remembrance Day services	100.00	
4331	Sapphire	Network services (CCTV)	60.35	10.06
4332	Kings	Replace electrical socket	80.40	13.40
4333	Kings	Repair & Install new lighting timer	380.40	63.40
4334	Kings	Replace faulty outside light	142.08	23.68
4335	Nisbets	Bar stock	185.29	30.88
4336	Real Point	IT Services	271.20	45.20
4337	RBS	Bookkeeping services	512.64	85.44
4338	RBS	Bookkeeping services	737.64	122.94
4339	Solihull MBC	Arden Hall annual licence fee	180.00	
4340	Solihull MBC	Graffiti remover (brickwork)	13.56	2.26
4341	Solihull MBC	Housekeeping stock	95.64	15.94
4342	Buffet Shop	Remembrance Day provisions	800.00	
4343	Horizon	Bar stock	216.60	36.10
4344	Horizon	Bar stock	725.10	120.85
4345	Horizon	Bar stock	1,841.55	306.92
4347	Horizon	Bar stock	71.21	11.87
4348	ESPO/Total	Arden Hall gas supply	307.79	51.30
4349	ESPO/Total	Arden Hall gas supply	27.45	4.58
4350	Total Gas	Arden Hall electricity supply	971.21	161.87
4351	Total Gas	Arden Hall electricity supply	618.04	103.01
4352	Total Gas	Arden Hall electricity supply	258.28	43.05
4353	Lloyds Bank	Bank charges	20.00	
4354	Cllr P Allen	Christmas Concert refreshments	20.30	
4355	Cllr P Allen	Registered letter	6.60	
4356	Cllr P Allen	Remembrance Service refreshments	127.16	12.39
4357	Cllr P Allen	Miscellaneous bar items	18.85	
4358	Cllr P Allen	Registered letter	6.60	
4359	Cllr P Allen	Registered letter	6.60	
4361	Cllr P Allen	Paint for bar redecoration	12.00	2.00
4362	Cllr P Allen	Lining paper etc bar redecoration	8.00	1.33
4363	Cllr P Allen	SMBC bar redecoration	23.00	
4364	Cllr P Allen	Bar redecoration paint and brushes	5.75	
4366	Cllr P Allen	Christmas tree & lights	120.00	5.00
4368	Cllr P Allen	Items for Remembrance Sunday	9.17	
4370	Solihull MBC	Business rates	1,215.00	